



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

APR 20 2001

AFLG-PR

REPLY TO
ATTENTION OF

MEMORANDUM FOR DIRECTORS OF CONTRACTING

SUBJECT: Contracting Information Letter (CIL) 01-17, Mentorship Program for 51C Captains, Majors and Lieutenant Colonels within Forces Command (FORSCOM)

1. Reference memorandum from Military Deputy to the Assistant Secretary of the Army (Acquisition, Logistics, and Technology), dated Jan 01, Subject: Army Acquisition Corps Mentorship Program.

2. General: The results of past Contract Management Reviews (CMRs) show that FORSCOM Directorates of Contracting are doing a very good job of training Contingency Officers and NCOs. One concern, which has been voiced by officers on installations not having a senior (LTC or higher) military contracting professional, is the lack of mentorship opportunities. This CIL establishes a formal mentorship program, which identifies senior military (LTC or higher) mentors and their responsibilities for all 51C captains and majors within FORSCOM.

3. Current Organization: Contingency Contracting Officers are currently assigned to the following installation:

a. I Corps: Fort Lewis, WA

b. III Corps:

1) Fort Hood, TX

2) Fort Carson, CO

c. XVIIIth Airborne Corps:

1) Fort Bragg, NC

2) Fort Campbell, KY

3) Fort Stewart, GA

4) Fort Drum, NY

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- d. Army Signal Command: Fort Huachuca, AZ
- e. National Training Center (NTC): Fort Irwin, CA
- f. 7th Transportation Group: Fort Eustis, VA
- g. FORSCOM Headquarters: Fort McPherson, GA
- i. Third U.S. Army: Fort McPherson, GA

Currently FORSCOM does not have senior military contracting officers assigned to Forts Lewis, Carson, Campbell, Stewart, Drum, Huachuca, and Eustis.

4. Assignment of Mentors:

Mentors are assigned along command lines to the maximum extent possible. There are three Contracting Battalion Command (LTC) positions currently within FORSCOM: Fort Hood (III Corps), Fort Bragg (XVIIIth Airborne Corps), and Fort Irwin (NTC). The Contracting Commands' Commanders will be the primary mentors for the 51C captains and majors within their units. The other officers on installations not falling under a Contracting Battalion Command are assigned for mentorship purposes to the closest Battalion Command installation. The following list shows mentorship assignments by installation:

- a. III Corps Contracting Command Commander:
 - 1) Fort Hood, TX
 - 2) Fort Carson, CO
- b. XVIIIth Airborne Corps Contracting Command Commander:
 - 1) Fort Bragg, NC
 - 2) Fort Campbell, KY
 - 3) Fort Stewart, GA
 - 4) Fort Drum, NY

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c. National Training Center (NTC) Contracting Command Commander.

1) I Corps, Fort Lewis, WA

2) Army Signal Command, Fort Huachuca, AZ

d. FORSCOM PARC:

1) FORSCOM Headquarters, Fort McPherson, GA

2) All Lieutenant Colonels in FORSCOM, except Third U.S. Army

e. FORSCOM PARC Procurement Officer: 7th Transportation Group, Fort Eustis, VA

f. Third U.S. Army PARC: Third U.S. Army, Fort McPherson, GA

5. Responsibilities:

a. FORSCOM PARC: Will ensure this program remains viable through spot checks of assigned officers during installation visits.

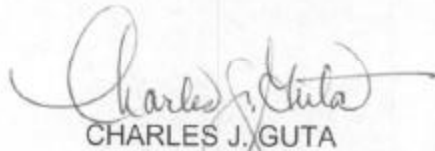
b. Mentors: Will arrange for an initial session with all officers for whom they are responsible for within 60 days of the implementation date of this CIL or assignment of a new officer. During the initial session, mentors will provide phone numbers and EMAIL addresses where they can be reached. The goal for mentoring sessions per individual officer is a minimum of two per year (or as needed based on the individual officer). Mentoring sessions may be in person or telephonic but all mentors should attempt to have a face-to-face session with their officers at least once a year. Mentors will track the date they have contact with their officers. Mentors will attempt to program TDY funds to visit installations where they have officers.

c. FORSCOM 51C Captains & Majors: Will know who their mentors are and how to contact them. Ensure if they are going to be TDY to their mentor's installation (or will be attending a conference or workshop with their mentor) that they inform their mentor ahead of time so a possible session can be arranged. Assist the mentors by contacting them in accordance with the time frames outlined in this CIL or as needed.

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6. For clarification of information contained in this CIL, call the FORSCOM PARC's Office, Contingency Contracting Officer DSN: 367-5510 or commercial (404) 464-5510.

A handwritten signature in black ink, appearing to read "Charles J. Guta", with a stylized flourish extending from the end.

CHARLES J. GUTA

Colonel, AC

Chief, Contracting Division, DCSLOG

Principal Assistant Responsible
for Contracting